

# GREAT PLAINS INTERAGENCY DISPATCH CENTER

## STANDARD OPERATING GUIDE # 6

TITLE: Duty Officer Board

EFFECTIVE DATE: August 10, 2004

UPDATED: October 2018

INTENT: ~~To d~~ Define process for maintaining an accurate list of zone duty officers (DO's).

PROCEDURE:

1. Who Is Responsible for what?

Dispatchers are responsible for maintaining an accurate DO list for their respective zone(s) on a daily basis. Dispatchers will also verify the consistency of the Resource Status page with the Duty Officer Book located in the bookcase. If there is a discrepancy, the dispatcher will call the DO. listed on the Resource Status page to verify who is on call. If the Resource Status page has not been updated by ~~0900~~[1000](#), the dispatcher will call the DO to make updates as necessary. Make corrections or changes as they occur throughout the day on both DO boards.

1.1. Floor Supervisor checks the accuracy of the DO board each day.

1.2. The Floor Supervisor should update the top of the Duty Officer boards at the start of each day.

1.3. The Floor Supervisor is responsible for updating the GPC section of the Resource Status Website each morning.